

ERIE DOC TITLE <small>(Rev 6/21/13)</small>	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED <i>as listed</i>	Optional Information/Notes
<p>Assignment of Lease-No Transfer Tax</p> <p>An Assignment of Lease is a contract which assigns all title, right and interest in a lease to another party.</p>	72L		<p>Legal Desc=</p> <p>Party 1=</p> <p>Party 2=</p>	<p>Legal property description</p> <p>Assignor –undersigned listed as borrower, grantor or assignor</p> <p>Assignee- listed in document as assignee or lender</p>	
<p>Assignment of Rents-</p> <p>An Assignment of Rents is a contract which assigns all title, right and interest in rent/income from a property to a party and is utilized by lenders in the event of a default in the payment of a mortgage on a property.</p>	2R		<p>Legal Desc=</p> <p>Party 1=</p> <p>Party 2=</p>	<p>Legal property description</p> <p>Assignor –undersigned listed as borrower, grantor or assignor</p> <p>Lender- listed in document as assignee or lender</p>	
<p>Lease Agreement w/ TP584 Memo of Lease</p> <p>An Agreement whereby one party conveys to another the use of real property in consideration of rent or other recompense where term and any options for renewals exceeds 49 years; substantial capital improvements are/will be made; and leased premises are all or substantially all of premises constituting the real property.</p>	792	TP584	<p>Consideration</p> <p>Legal Desc=</p> <p>Party 1=</p> <p>Link Book/Page</p>	<p>Amount used to calculate transfer tax</p> <p>Legal property description</p> <p>GRANTOR=Lessor/Landlord-all parties who sign</p> <p>Deed book(s)&page(s) of affected property entered as: D BookNo. PageNo.</p>	<p>Party 2= LESSEE/tenant – identified Lessee or all other parties that DO NOT sign the document</p>

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MORTGAGE					
Mortgage Written instrument creating a lien on real property as security for the payment of a debt.	MTG		Lender Type= Mortgage Amount= -Locality- <small>ctrl+click to use hyperlink to approved list</small> -Dwelling Type <small>ctrl+click to use hyperlink to approved list</small> -Exemption <small>ctrl+click to use hyperlink to approved list</small> Legal Description Party 1= Party 2= Link Book/Page	Bank or Private Amount used to calculate mortgage tax City or Town property is situate Type of improvement/structure on property Select type of Affidavit/reason submitted to exempt part or all mortgage tax due Legal Property description Mortgagor/Borrower signing document Mortgagee/Lender <u>entered as:</u> M BookNo. PageNo. (for Mortgage) V BookNo. PageNo (for Miscellaneous) If none no entry to field	<u>Mark Offs:</u> Mortgage ALWAYS REQUIRED when new money added to existing lien Master Mortgage ALWAYS REQUIRES link to the " V" book and page of the form <u>Lender Type Private:</u> -includes Federal Credit Union -requires Mortgage Tax Affidavit to exempt Special Additional part of mortgage tax)

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Mortgage-Correcting/Re-record Written instrument correcting a defect on or information contained in a previously recorded mortgage.	MTG		Lender Type= Mortgage Amount= -Locality- <small>ctrl+click to use hyperlink to approved list</small> -Dwelling Type <small>ctrl+click to use hyperlink to approved list</small> -Exemption <small>ctrl+click to use hyperlink to approved list</small> Legal Description Party 1= Party 2= Link Book/Page	Bank or Private Amount of mortgage City or Town property is situate Type of improvement/structure on property Select type of Affidavit/reason submitted to exempt part or all mortgage tax due Legal Property description Mortgagor/Borrower signing document Mortgagee/Lender entered as: M BookNo. PageNo. (for Mortgage) V BookNo. PageNo (for Miscellaneous)	-REQUIRES: -EITHER original cover page showing mortgage tax paid (or) Mortgage Tax Affidavit -AND statement on document as to the reason for the re-record/correction that includes the recording date and book and page of the document being corrected Note: Corrections/changes to the body of the document require the signatures to be re-acknowledged <u>Lender Type Private:</u> -includes Federal Credit Union -requires Mortgage Tax Affidavit to exempt Special Additional part of mortgage tax)

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DOCUMENTS AFFECTING A MORTGAGE					
Assignment of Mortgage- Document that transfers the rights in and duties of a single mortgage lien or consolidated mortgage from one "lender" to a new "lender". NOTE: An Assignment listing multiple links; all mortgages listed must be either modified or consolidated to form one mortgage to use doc code 4 and charge only the \$.50 fee per link. When the mortgages affect various mortgagors and are NOT consolidated USE code 4B to charge \$3.50 for each additional link	4		Party 1= Party 2= Link Book/Page	Assignor-signed document. Assignee listed on document after words similar to "sells, assigns, transfers and sets over". Link to Mortgage entered as: M BookNo. PageNo.	If Assignor is MERS as nominee, enter as: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC NOM If Assignee is "MERS as nominee" index who they are nominee for. NOTE: Document must include entity or whom MERS is acting as nominee .
Assignment of Mortgage-Blanket Document that transfers the rights in and duties of multiple unrelated mortgages or multiple unrelated consolidated mortgages from one "lender" to a new "lender". NOTE: Code 4B includes \$.50 fee for 1 st mortgage link, must charge \$3.50 for each additional link. IF ALL mortgages are either modified or consolidated to form one mortgage use code 4, and only charge \$.50 for each link.	4B		Party 1= Party 2= Link Book/Page	Assignor-signed document. Assignee listed on document after words similar to "sells, assigns, transfers and sets over". Link to Mortgage entered as: M BookNo. PageNo	If Assignor is MERS as nominee, enter as: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC NOM If Assignee is "MERS as nominee" index who they are nominee for. NOTE: Document must include entity or whom MERS is acting as nominee

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<p>Assignment of Assignment of Rents</p> <p>Document that transfers the rights in and duties of the holder of an Assignment of Rent to an Assignee.</p>	4R		<p>Party 1=</p> <p>Party 2=</p> <p>Link Book/Page</p>	<p>Assignor-signed document.</p> <p>Assignee listed on document after words similar to "sells, assigns, transfers and sets over".</p> <p>Link to Assignment of Rents entered as: M BookNo. PageNo</p>	
<p>Assumption –</p> <p>Agreement by one party (usually the grantee of a deed) to assume the balance of a debt secured by a mortgage covering real property that s/he is buying.</p>	705		<p>Legal Desc=</p> <p>Party1=</p> <p>Party2=</p> <p>Link Book/Page</p>	<p>Legal property description</p> <p>Purchaser=new borrower(s)/transferee signing the agreement</p> <p>Grantee=Lender AND Original Borrower(s)/transferor</p> <p>Link to Mortgage being assumed entered as: M BookNo. PageNo</p>	
<p>Mtg Consolidation</p> <p>Agreement between a mortgagee and mortgagor to consolidate into one lien, multiple debts secured by the mortgage lien.</p> <p>NEW money is processed/coded as a mortgage to collect the additional mortgage tax due</p>	M7C	MtgTax Affidavit	<p>Party1=</p> <p>Party2 =</p> <p>Link Book/Page</p>	<p>Borrower/Property Owner who sign are indexed; other names listed on the document indicating previous mortgagor(s) are NOT indexed if they do not sign</p> <p>Mortgagee/Lender</p> <p>Link to Mortgage being consolidated entered as: M BookNo. PageNo. (for Mortgage)</p> <p>AND when form mortgage listed</p> <p>V BookNo. PageNo (for Miscellaneous)</p>	<p>NOTE: Master Mortgage in "V" book must be entered and \$.50 fee charged; mortgage filed simultaneously to be consolidated must be entered AND added to image of document</p>

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<p>Mortgage Modification/ Extension</p> <p>Agreement between a mortgagee and mortgagor to amend the terms of the mortgage lien.</p> <p>NEW money is processed/coded as a mortgage to collect the additional mortgage tax due</p>	M7	MtgTax Affidavit	<p>Party1=</p> <p>Link Book/Page</p>	<p>Borrower/Property Owner who sign are indexed; other names listed on the document indicating previous mortgagor(s) are NOT indexed if they do not sign</p> <p>Link to Mortgage being modified/extended entered as:</p> <p>M BookNo. PageNo. (for Mortgage)</p> <p>AND when form mortgage listed</p> <p>V BookNo. PageNo (for Miscellaneous)</p>	<p>NOTE: Master Mortgage in "V" book must be entered and \$.50 fee charged; mortgage filed simultaneously to be consolidated must be entered AND added to image of document</p>

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Mortgage Satisfaction/ Discharge- Document indicating that the mortgage amount has been paid in full. NOTE: Document types 3 and 3C are based on the recording date of the original mortgage.	3- (pre-1/1/1986) 3C- (1/1/1986-forward)		Party 1= Party 2= Link Book/Page	Mortgagor Mortgagee Link to Mortgage being discharged/satisfied entered as: M BookNo. PageNo	FIELDS required for All Doc Codes 3 3C 3M 3P 3R: - Pages - Mark Offs - Party 1 - Party 2 - Link Book/Page Note Specific entries for certain fields for Doc Codes 3M 3P 3R
	3M- (signed by MERS as nominee)		Party 2=	Nominee entered as: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC	
	3P- releases some but not all party(ies)		Party 1=	Mortgagors that are being released from the lien	
	3R- Discharge Assign of Rent		Link Book/Page	Link to Assignment of Rent being discharged/satisfied entered as: M BookNo. PageNo	

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Mortgage Spread Agreement- An agreement adding additional parcel(s) to an existing mortgage, thereby "spreading" the lien over more than the real property originally securing the debt.	722	MtgTax Affidavit	Legal Desc= Party1= Party2= Link Book/Page	Legal property description of ADDED PARCEL Mortgagor=owner of property/borrower for EACH mortgage listed Mortgagee=lender Link to Mortgage being spread <u>entered as:</u> M BookNo. PageNo	
Mortgage Tax Payment only- Transaction for payment of mortgage tax only when the underlying document is not recordable.	MTX		Lender Type= Mortgage Amount <u>-Locality-</u> <small>ctrl+click to use hyperlink to approved list</small> <u>-Dwelling Type</u> <small>ctrl+click to use hyperlink to approved list</small> <u>-Exemption</u> <small>ctrl+click to use hyperlink to approved list</small> Party1= Link Book/Page	Bank or Private Amount of Mortgage used to calculate tax City or Town property is situate Type of improvement/structure on property Select type of Affidavit/reason submitted to exempt part or all mortgage tax due Mortgagor=borrower(s) <u>Mortgage</u> enter as: M BookNo. PageNo (or) <u>Land Contract</u> recorded simultaneously entered as: D BookNo. PageNo	<u>Lender Type Private:</u> -includes Federal Credit Union -requires Mortgage Tax Affidavit to exempt Special Additional part of mortgage tax) MUST enter Link Book/Page when collecting additional tax on a mortgage already recorded (or) to show mortgage tax was collected when filing a Land Contract

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<p>Negative Pledge Agreement- Agreement made by borrower of funds that the borrower will not sell, transfer, convey or otherwise encumber all, or a portion of, the borrower's real property.</p> <p>When there is no proof of prior payment of mortgage tax, the document should be processed/coded as a mortgage MTG</p>	716	MtgTax Affidavit	<p>Lender Type=</p> <p>Mortgage Amount</p> <p>-Locality- <small>ctrl+click to use hyperlink to approved list</small></p> <p>-Dwelling Type <small>ctrl+click to use hyperlink to approved list</small></p> <p>-Exemption <small>ctrl+click to use hyperlink to approved list</small></p> <p>Legal Desc=</p> <p>Party 1=</p> <p>Party2=</p> <p>Link Book/Page</p>	<p>Bank or Private</p> <p>Amount of mortgage</p> <p>City or Town property is situate</p> <p>Type of improvement/structure on property</p> <p>Select type of Affidavit/reason submitted to exempt part or all mortgage tax due</p> <p>Legal property description</p> <p>Owner (signs)</p> <p>Lender</p> <p>Link to affected Mortgage entered as: M BookNo. PageNo</p>	<p><u>Lender Type Private:</u> -includes Federal Credit Union -requires Mortgage Tax Affidavit to exempt Special Additional part of mortgage tax)</p>
<p>Release (Partial) of Mortgage Premises- Agreement whereby lender agrees to release specifically described real property from a mortgage</p>	REL		<p>Legal Desc=</p> <p>Party1=</p> <p>Party2=</p> <p>Link Book/Page</p>	<p>Legal property description of RELEASED PARCEL</p> <p>Lender/Grantor-signs document</p> <p>Owner=listed after "quit claim and convey to"</p> <p>Link to Mortgage being released entered as: M BookNo. PageNo</p>	

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Subordination of Mortgage An agreement between two lenders having separate security interests in a subject parcel of property and the mortgagor to consent to a change in order of priority of secured interests.	721		Party1= Party2= Link Book/Page	1 st /Original Lender-signs document Property Owner AND New Lender Link to Mortgage being subordinated entered as: M BookNo. PageNo	
Subordination (by and to same Lender) An agreement between one lender having separate security interests in a subject parcel of property and the mortgagor to consent to a change in order of priority of secured interests.	799		Party1= Party2= Link Book/Page	Lienor-signs document Debtor/Property Owner Link to Mortgage being subordinated entered as: M BookNo. PageNo	
Subordination of Lease An agreement between a tenant and lender having a security interest in a subject parcel of property and the mortgagor to consent to the subordination of the lease or rights of the tenant to the rights of the lender	72N		Party1= Party2= Link Book/Page	Tenant/Lessor Grantee-index all listed: landlord, lessee, owner and mortgagee Link to Lease being subordinated entered as: D BookNo. PageNo	
BUILDING LOAN AND NOTICE OF LENDING					

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Building Loan Agreement- A contract (sometimes titled: Rehabilitation Loan Agreement) whereby a lender, in consideration of the promise of an owner of real property to make an improvement on real property, agrees to make advances to or for the account of the owner, (such advances) to be secured by a mortgage on such real property.	341	Section 22 Affidavit	-Amount= Legal Desc= Party 1= Party2=	Loan amount to be advanced/total sum available legal property description Borrower <small>(signature&full acknowledgement)</small> /Property Owner Lender <small>(signature&full acknowledgement)</small> /Mortgagee	Section 22 Affidavit - statement under oath, verified by the borrower, showing the consideration paid, or to be paid, for the loan described therein, and showing all other expenses, if any, incurred, or to be incurred in connection therewith, and the net sum available to the borrower for the improvement To be included as part of the document image, NOT separately as a related document.
-Amend/Modify/Subordinate	342		Party 1= Link Book/Page	if there is <u>no change to the borrower(s)</u> -must enter the word AMENDMENT ; when there is a <u>change to the borrower</u> name(s) -type amended Borrower name(s) Link to Building Loan being amended/modified entered as: Q BookNo. PageNo	Fields that must be made available for entry of changed data: -Amended Amt=(optional) ONLY when there is a change to the total lien amount -Amended Desc=(optional) ONLY when there is a change to the legal description of the property
-Assignment of	343		Party 1= Party 2= Link Book/Page	Assignor-Current Lender (signs) Assignee-New Lender Link to Building Loan being assigned entered as: Q BookNo. PageNo	
Partial Release	344		Legal Desc= Party 1= Link Book/Page	Legal property description of property being released Must be entered as PARTIAL RELEASE Link to Building Loan being released entered as: Q BookNo. PageNo	

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-Discharge	345		Party 1= Link Book/Page	Must be entered as DISCHARGED Link to Building Loan being discharged entered as: Q BookNo. PageNo	
Notice of Lending	308		Amount= Common Addr= Party 1= Party2=	Maximum balance of advances City, Town or Village abbreviation and street address of property DebtorPerson(s) to whom or on whose behalf advances are made Lienor-Name/Entity making advances	
-Amend/Modify	AFD		Party 1= Link Book/Page	if there is <u>no change to the debtor(s)</u> -must enter the word AMENDMENT ; when there is a <u>change to the debtor name(s)</u> -type amended Debtor name(s) Link to Notice of Lending being amended/modified entered as: Q BookNo. PageNo	Fields that must be made available for entry of changed data: -Amended Amt=(optional) ONLY when there is a change to the total amount -Legal Desc=(optional) ONLY when there is a change to the description of the property
-Assign (\$5)	309		Party 1= Party 2= Link Book/Page	Assignor-Current Lender (signs) Assignee-New Lender Link to Notice of Lending being assigned entered as: Q BookNo. PageNo	
Partial Release	PRF		Legal Desc= Party 1= Link Book/Page	Legal property description of property being released Must be entered as PARTIAL RELEASE Link to Notice of Lending being released entered as: Q BookNo. PageNo	
-Cancel/Discharge	CFD		Party 1= Link Book/Page	Must be entered as CANCEL/DISCHARGE Link to Notice of Lending being discharged entered as: Q BookNo. PageNo	

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UNIFORM COMMERCIAL CODE					
UCC 1-Vendee Filing in Clerk's Office only where: Collateral is as- extracted collateral or timber to be cut; collateral is goods that are to become fixtures; or collateral is cooperative interest -Box 6 MUST be check to be accepted at County level to file in real estate records	801		Legal Desc= Party 1= Party 2= Party 3=	Addendum box 14 MUST list full legal property description OR city/townvillage & common address. Debtor Name AND Address=Box #1 and/or 2 must list debtor name(s) and full address Secured Party AND Address=Box 3 must list Secured party name and full address for Secured party or representative. Representative does not need to identify relationship. Owner; Addendum box 15 should list name of record owner; if none listed- the debtor in box 1 and/or 2 becomes record owner.	COOPERATIVE ADDENDUM required when collateral is interest in cooperative, may be filed separately or as Addendum to UCC-1 (original financing statement) -Item #24-Cooperative unit property filing data in addition to real property description; Unit #, if given; Address; Town/City; Name of cooperative organization
UCC 3-Continuation Amendment Form (UCC3) used for termination, continuation , assignment, amendment of party information or amendment of collateral -Box 3 is checked	803		Party 1= Link Book/Page	Debtor (enter all debtors and property owners) Link to UCC-1 being continued entered as: Q BookNo. PageNo	
UCC 3-Assignment Amendment Form (UCC3) used for termination, continuation, assignment , amendment of party information or amendment of collateral -Box 4 is checked -if partial assignment,check appropriate box in Item #8	805		Party 1= Party 2= Link Book/Page	Must be entered as ASSIGNMENT Assignee name AND address from box #7 on UCC3 Link to UCC-1 being assigned entered as: Q BookNo. PageNo	

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UCC 3-Release Amendment Form (UCC3) used for termination, continuation, assignment, amendment of party information or amendment of collateral -Box 8 “deleted” is checked to release Property : (or) -Box 5 “Debtor” and “Delete” checked to release debtor :	807		Party 1= Legal/Desc = Party 1= Link Book/Page	<u>Release Property:</u> -Must be entered as PROPERTY ONLY -Legal property description OR town&common address if legal not given for the amended property (or) <u>Release debtor:</u> Debtor name(s) being released Link to UCC-1 being released entered as: Q BookNo. PageNo	Legal Description requires entry when releasing property but should be left blank when releasing a debtor
UCC 3-Amendment Amendment Form (UCC3) used for termination, continuation, assignment, amendment of party information or amendment of collateral -Box 5 –affected party (Debtor or Secured Party)	809		Party 1= Party 2= Legal/Desc = Party 1= Party 2= Party 1= Party 2= Link Book/Page	<u>Change to Property-</u> ONLY if box #8 “added” or “restated” is checked Must be entered as NONE AMENDED SEC PARTY Must be entered as NONE Legal property description OR town&common address if legal not given for the amended property Change to any party requires entry of address for any changed party(ies): <u>Change to Debtor-</u> When Debtor checked in box 5, Change is checked and information listed in box 7 AMENDED DEBTOR(s) Name&Address AMENDED SEC PARTY Must be entered as NONE <u>Change to Secured Party:</u> When Secured Party is checked in box 5, Change is checked and information listed in box 7 AMENDED DEBTOR=must be entered as NONE AMENDED SEC PARTY=amended name listed in box 7 Link to UCC-1 being amended entered as: Q BookNo. PageNo	Legal/Desc remains blank when only changing any party names or addresses

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UCC 3-Termination Amendment Form (UCC3) used for termination , continuation, assignment, amendment of party information or amendment of collateral -Box 2 is checked	811		Party 1= Link Book/Page	Must be entered as TERMINATION Link to UCC-1 being terminated entered as: Q BookNo. PageNo	
POWERS OF ATTORNEY					
Power of Attorney Legal instrument delegating legal authority to another person(s)	7P		Party 1=	<u>Private Individuals/entities (no matter the form or execution date):</u> Grantor/Principal(s) delegating authority.	Document requires residential address, not Post Office Box, for all parties
			Party 2=	Grantee- Agent and/or Successor Agent appointed. <u>Commercial Entities-involving lenders/trustees, sellers and servicers</u> must clearly identify both parties:	
			Party 1=	Grantor/Principal(s) Requires signature and acknowledgment -if trustee signs for a clearly titled trust: Index Trust name only w/TR designation -if trustee signs for non-clearly titled trust,certificates or series: Index name of Trustee w/TR as well as undefined trust, certificates, series (etc.) name w/TR -check any attached Exhibit(s) to see if they are refer to the signor (Ex. signature is trustee, Exhibit lists for whom trustee is acting; names on exhibit to be indexed as Party 1 w/TR)	
			Party 2=	Grantee-Agent-Usually stated after wording in the body of the document: "hereby constitutes and appoints" or "grant to". NOTE: Grantee does NOT sign on Commercial P/A.	

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Power of Attorney- Amend/ Corrected	7PA		Party 1= Party 2= Link Book/Page	Grantor/Principal- signature Grantee/Agent Link to Power of Attorney being amended/corrected <u>entered as:</u> P BookNo. PageNo	
Power of Attorney- Revoke/Resign Terminates the authority granted in a recorded Power of Attorney.	7PR		Party 1= Party 2= Party 1= Party 2= Link Book/Page	<u>REVOCATION OF A DOCUMENT RECORDED IN THE ERIE COUNTY CLERK'S OFFICE:</u> Grantor: signature of person revoking or resigning Grantee: party listed but did not sign-this would be the original grantee on a revocation or the original grantor on a resignation/renunciation <u>GENERAL REVOCATION:</u> Original power never recorded in ECCO-signed by the original grantor and does not list any link book&page or grantee names enter: Grantor- Principal who gave right to another Grantee-Must be entered as GENERAL REVOCATION Link to Power of Attorney being revoked/resigned <u>entered as:</u> P BookNo. PageNo	Link Book/Page is left blank for General Revocation

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APPROVED LISTS FOR REQUIRED FIELDS					
Mortgage Locality 6-digit code required in data received by filer				ALDEN TOWN (142089) AMHERST (142289) AURORA (142489) BOSTON (142600) BRANT (142889) BUFFALO (140200) CHEEKTOWAGA (143089) CLARENCE (143200) COLDEN (143400) COLLINS (143689) CONCORD (143889) EDEN (144000) ELMA (144200) EVANS (144489) GRAND ISLAND (144600) HAMBURG TOWN (144889) HOLD (339999) HOLLAND (145000) LACKAWANNA (140900) LANCASTER TOWN (145289) MARILLA (145400) N COLLINS TOWN (145889) NEWSTEAD (145689) ORCHRD PK TOWN (146089) SARDINIA (146200) TONAWANDA CITY (141600) TONAWANDA TOWN (146489) WALES (146600) WEST SENECA (146800)	
Mortgage Dwelling Type				1-2 Family 3-6 Family Comm/Vacant PtComm/PtRes	(Commercial/Vacant) (Part Commercial/Part Residential)
Mortgage Exemption *\$5 filing fee for Affidavit that is embedded attachment and not included in the page count of the document		*MtgTax Affidavit		252 Affidavit* 253 Affidavit* 255 Affidavit* 255Aff New Money* Gov Exempt Re-Record Tax Paid	-exempts all mortgage taxes -exempts NFTA Special Additional tax -exempts all mortgage taxes Pays all mortgage taxes -exempts all mortgage taxes -exempts all mortgage taxes -exempts all mortgage taxes

NOTE: Per Page recording price automatically calculates based on the count of the document pages of the submitted .tif image.
Tax Forms and Mortgage tax affidavits must be submitted as a referenced document

Field Name	Pria Header
Doc Code	<pre> -<PRIA_REQUEST> -<PACKAGE> -<PRIA_DOCUMENT PRIAVersionIdentifier="2.4" Code="MTG" _UniqueIdentifier=""> </pre> <p>Enter Code as DOC CODE listed in previous table for document to be processed</p>
Amount (or) Consideration (or) Mortgage Amount	<pre> -<PRIA_REQUEST> -<PACKAGE> -<PRIA_DOCUMENT PRIA. . . <CONSIDERATION_Amount="123456.00"/> </pre> <p>Enter dollar amount using numbers with a decimal point for dollars and cents</p>
Legal Desc= (or) Common Addr=	<pre> -<PRIA_REQUEST> -<PACKAGE> -<PRIA_DOCUMENT PRIA. . . - <PROPERTY> <LEGAL_DESCRIPTION_TextDescription = " "> </pre> <p>Enter according to guidelines as listed in Property Descriptions.doc</p>
Party 1=	<pre> -<PRIA_REQUEST> -<PACKAGE> -<PRIA_DOCUMENT PRIA. . . <GRANTOR_NameSuffix="JR" _LastName="ABRAHAM" _MiddleName="G" _FirstName="MOSES" NonPersonEntityIndicator="N"/> </pre> <p>Enter as all UPPERCASE with NO punctuation</p>
Party 2=	<pre> -<PRIA_REQUEST> -<PACKAGE> -<PRIA_DOCUMENT PRIA. . . <GRANTEE NonPersonEntityIndicator="N" _UnparsedName="NEGRE PABLO"/> </pre> <p>Enter as (LAST NAME FIRST NAME MIDDLE INITIAL TITLE) all UPPERCASE with NO punctuation</p>
Party 3= TO BE DETERMINED By NewVision Systems	<pre> -<PRIA_REQUEST> -<PACKAGE> -<PRIA_DOCUMENT PRIA. . . -<RECORDABLE_DOCUMENT> </pre>
Link Book/Page	<pre> -<PRIA_REQUEST> -<PACKAGE> -<PRIA_DOCUMENT PRIA. . . -<RECORDABLE_DOCUMENT> <_ASSOCIATED_DOCUMENT_Code="" _PageNumber="" _BookNumber="" _InstrumentNumber=""/> </pre> <p>Enter Associated Document as either Code=Book Type (letter for liber type) Page Number & Book Number (or) Instrument number=control file number for associated record</p>

Field Name	Pria Header
Lender Type=	<pre> -<PRIA_REQUEST> -<PACKAGE> -<PRIA_DOCUMENT PRIA. . . <NV_LENDER_TYPE TYPE="BANK"/> </pre> <p>Enter either BANK or PRIVATE (PRIVATE includes Federal Credit Union when submitting Mortgage Tax Affidavit)</p>
-Locality— <small>ctrl+click to use hyperlink to approved list</small>	<pre> -<PRIA_REQUEST> -<PACKAGE> -<PRIA_DOCUMENT PRIA. . . <NV_COUNTY County="ERIE"/> <NV_COMMON_TOWNS Town_Code="140900"/> </pre> <p>Enter BOTH county and 6-digit locality code</p>
-Dwelling Type <small>ctrl+click to use hyperlink to approved list</small>	<pre> -<PRIA_REQUEST> -<PACKAGE> -<PRIA_DOCUMENT PRIA. . . <NV_DWELLING_TYPE TYPE="1-2 Family"/> </pre> <p>Enter exactly as listed for Mortgage Dwelling Type</p>
-Exemption <small>ctrl+click to use hyperlink to approved list</small>	<pre> -<PRIA_REQUEST> -<PACKAGE> -<PRIA_DOCUMENT PRIA. . . <NV_EXEMPT_MTG TYPE="255Aff New Money"/> </pre> <p>Enter exactly as listed for Mortgage Exemption</p>